

M e m o r a n d u m

Date: June 18, 2010

To: Office of Inspections

Attention: Captain E. Sanchez

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.11626.010

Subject: 2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Office of Inspections was conducted on July 8, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that the California Highway Patrol (CHP) inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on April 7-20, 2010. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 129 items (a). The statistically-valid sample at a 95 percent confidence level ± 5 percent error rate provided a total stratified sample size of 45 items when rounded up to the next whole number (d).

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	66	51.16%	21.49	22
Telecommunications	28	21.71%	9.12	10
Fleet	13	10.08%	4.23	5
Weapons	22	17.05%	7.16	8
Total	129			45

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 45 of the 45 items were located. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment B, C, D, and E.

When comparing equipment assigned to the command to the OPI inventory lists, 14 of the 14 items reconciled. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment B and C.

This property inspection identified no discrepancies, which provided evidence that your command has strong internal control of its property inventory. Please continue your exemplary property management.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.



M. C. A. SANTIAGO, CIG, CLEA
Deputy Commissioner

Attachments

cc: Office of Inspections, Audits Unit

ATTACHMENT A

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ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY INSPECTION REPORT
Office of Inspections (010)**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1	128239	PRINTER LASERJET 3330	SGC21101R7	X				
2	135379	PRINTER	USGNP47916	X				
3	139797	LAPTOP	0035910771	X				
4	139799	LAPTOP	0035910774	X				
5	139803	LAPTOP	0035910773	X				
6	148714	COMPUTER	2UA70905CC	X				
7	160735	COMPUTER	MXL8231B2X	X				
8	160752	COMPUTER	MXL8231B6K	X				
9	164012	COPIER DIGITAL	90000801	X				
10	165183	COMPUTER	MXL8340KQF	X				
11	165613	COMPUTER	MXL83907LR	X				
12	165614	COMPUTER	MXL83907MH	X				
13	165623	COMPUTER	MXL83907K5	X				
14	165888	LAPTOP	4646174	X				
15	166077	LAPTOP	L3ALM5H	X				
16	166080	LAPTOP	L3ALM5Z	X				
17	166083	LAPTOP	L3ALM5M	X				
18	166085	LAPTOP	L3ALM5W	X				
19	166087	LAPTOP	L3ALM6A	X				
20	166091	LAPTOP	L3ALM5L	X				
21	166093	LAPTOP	L3ALM6B	X				
22	84254	CALCULATOR	9D03901X	X				

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY INSPECTION REPORT
Office of Inspections (010)**

ATTACHMENT B

	ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST									
1	134514	LAPTOP	CNF3382WTJ	X					
2	139801	LAPTOP	0035910769	X					
3	139802	LAPTOP	0035910772	X					
4	160775	COMPUTER	MXL8231B2K	X					
5	163797	CAMERA DIGITAL		X					
6	163858	COPIER DIGITAL B/W & COLOR	CZR00124	X					
7	165695	COMPUTER	MXL83907JL	X					
8	165887	LAPTOP	4646173	X					
9	165889	LAPTOP	4646175	X					
10	166079	LAPTOP	L3ALM5C	X					
11	166084	LAPTOP	L3ALM5V	X					

LEGEND

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ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Office of Inspections (010)

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT										
1	R100596 Cellular Telephone			07616107808	X					
2	R41529 Mobile Radio	3QDY780	A010 AI-08	9540143	X					
3	R61047 Hand-Held Radio	13749	MM 08-070	402AWUG246	X					
4	R61180 Hand-Held Radio	16393	MM 08-051	402AWUF913	X					
5	R61593 Hand-Held Radio	11626	MM 09-022	402AWUG116	X					
6	R64273 Hand-Held Radio	15096	MM 10-002	402AWY1509	X					
7	R65833 Hand-Held Radio	11731	AREI-09	402AWY9335	X					
8	R66375 Hand-Held Radio	12589	MM 08-051	402AWYA923	X					
9	R67197 Hand-Held Radio	12418	MM 09-014	402AXA3913	X					
10	R68537 Hand-Held Radio	17571	MM 09-022	402AXE7727	X					
EQUIPMENT TO INVENTORY LIST										
1	R46421 Mobile Repeater	3QDY780	A010 AI-08	7727155	X					
2	R67134 Hand-Held Radio	13191	MM 08-105	402AXA3721	X					
3	R82812 Control Head - Mob	3QDY780	A010 AI-08		X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT D

STATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL	PM LOC
010	3QDY780 /	5KWA844	COMMANDER VEHICLES	2005	FOR	CRNVIC	001
010							001
0							001
010							001
010							001
010							001
010	D1539 7	1111807 SOUTH	POOL	2002	FOR	TAURUS	001
010	D1540 8	1111808 SOUTH	POOL	2002	FOR	TAURUS	001
010							001
010							001
010	D1670 11	1283498	POOL	2008	HON	CIVIC	001
010	D1671 12	1283499	POOL	2008	HON	CIVIC	001
010							001

Page Number: 1

If any vehicles have been transferred - attach CHP 57 form(s)

VERIFIED BY: _____ DATE: _____

COMMANDERS SIGNATURE : _____

13 VEHICLES

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT E

March 9, 2010

(201) Issued to officer

ID#	Last Name	First Name	Ser#	Control#	Comments
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED] SOUTH	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED] SOUTH	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED] TH	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	

Issued to officer:

(201) Issued to officer

<u>ID#</u>	<u>Last Name</u>	<u>First Name</u>	<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	

Issued to officer:

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (B) = TRANSFER (C) = DELETION

Department of California Highway Patrol

Complete Area Inventory

010 - Office of Inspections

March 9, 2010

Officer Issued Weapons Total: [REDACTED]

Area Grand Total: [REDACTED]

M e m o r a n d u m

Date: December 19, 2008

To: Office of the Commissioner

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Commissioner

File No.: 1. [REDACTED] lkbry

Subject: REPLACEMENT BLACKBERRY

On November 12, 2008, I misplaced my state assigned Blackberry (#R100535) and immediately notified my chain of command. I immediately followed up with notification to Information Management Division (IMD). I was advised their personnel immediately deactivated service and performed a "wipe" command to delete all information contained therein. I requested a replacement and received it (#R100555) that same day. I reimbursed the Department with personal check #231, in the amount of \$68.00. A photocopy of the check, the original receipt, and all related documentation is attached.

I hereby request that Blackberry (#R100535) be removed from 001 Inventory.

[REDACTED]

OFFICE OF THE COMMISSIONER

APPROVED BY: [Signature]

DATE: 12/19/08

Safety, Service, and Security

CHP 57 - MOTOR VEHICLE ASSIGNMENT AND TRANSFER
(PAR:CHP 57)

003

VEHICLE NR: [REDACTED]	
YEAR: [REDACTED]	LICENSE NR: [REDACTED]
MAKE: [REDACTED]	REPLACES VEHICLE: [REDACTED]
MODEL: [REDACTED]	VIN: [REDACTED]
CLASS CODE: [REDACTED]	DATE PLACED IN SERVICE: 11/22/2004
DEALER STOCK NR: [REDACTED]	FUEL CARD #: 35433

EQUIPMENT

ITEM:	DESCRIPTION:
A RADIO - CHP	R-42264 - Replaced By R41594 JLS 3/29/10
A RADIO CONTROL HEAD	R-78758
A REPEATER	R-47489
A SCANNER	R-50482
ANTENNA - UNDERCOVER	
ANTENNA SWITCHING BO	
CABLE - MAIN RADIO	
FIRE EXTINGUISHER BR	
FIRST AID KIT	
FLASHLIGHT CHARGER	
HEADLINER MICROPHON	
MAG MOUNT REPEATER A	
MAXI -FUSE HOLDER	
SIREN	
SUCTION CUP RED LIGH	
TINTED WINDOWS	
UNDERCOVER LICENSE P	
WIG WAG FLASHER	

COMMENTS:

UNDERCOVER - ADDITIONAL FOR 083
5-13-05 STATION LOCATION CHANGE ONLY PER RE-ORG. 083 TO 006.
10-6-05 STATION LOCATION CHANGE FROM 006 TO 004.

ASSIGNED TO LOCATION: 001 1006
RECEIVED BY: Darren Law
(Signature)

PRINT NAME: Darren Law

ID NUMBER: A12217

DATE: 8/1/08

ODOMETER: 65944
TRANSFERED FROM LOCATION: 004
DELIVERED BY: Darren Law
(Signature)

PRINT NAME: Darren Law

ID NUMBER: A12217

DATE: 8/1/08

----- End of Report -----

CHP 57 - MOTOR VEHICLE ASSIGNMENT AND TRANSFER
(PAR:CHP 57)

VEHICLE NR: D1384

YEAR: 2000 LICENSE NR: B958795

MAKE: FOR REPLACES VEHICLE:

MODEL: TAURUS VIN: 1FAFP5222YG168188

CLASS CODE: PL DATE PLACED IN SERVICE: 05/10/2000

DEALER STOCK NR: FUEL CARD #: 31919

EQUIPMENT

ITEM: DESCRIPTION:

COMMENTS:
HQ POOL CAR

129799 mi

ASSIGNED TO LOCATION: 001 1074

RECEIVED BY: Ken Getchell

(Signature)

PRINT NAME: Lloyd Getchell

ID NUMBER: A13211

DATE: 2/3/10

ODOMETER: 128500

TRANSFERRED FROM LOCATION: DCI

DELIVERED BY: James Shizum

(Signature)

PRINT NAME: JAMES SHIZUM

ID NUMBER: A18764

DATE: 2/3/10

----- End of Report -----

R43710

		VEHICLE NR:	1239768
YEAR:	2006	LICENSE NR:	1239768
MAKE:	FOR	REPLACES VEHICLE:	
MODEL:	CRNVIC	VIN:	2FAHP71W96X141112
CLASS CODE:	ES	DATE PLACED IN SERVICE:	11/15/2006
DEALER STOCK NR:	FL8406	FUEL CARD #:	547578

EQUIPMENT

ITEM:	DESCRIPTION:
A RADIO - CHP	R-43087
A RADIO CONTROL HEAD	R-77872
A REPEATER	R-46206 CORRECTED 9-17-07 JM
A SCANNER	R-80737
ANTENNA - COMPUTER -	
BASE LOAD ANTENNA	
CABLE - MAIN RADIO	
CABLE - COMPUTER DAT	
CONSOLE	
DECALS	
DOCKING STATION	
DUAL GUN LOCKS	
EXEMPT LICENSE PLATE	
EXTERNAL JUMPER PLUG	
FIRST AID KIT	
MAPLIGHT	
PRISONER RESTRAINT E	
PUSH BUMPER	
RADIO/SIREN INTERFAC	
REAR MAPLIGHT	
REPEATER ANTENNA	
SIREN	
SPOTLIGHT LEFT CLEA	
SPOTLIGHT RIGHT CLE	
STALKER RADAR WIRING	
VISION ROOFLIGHT	
WIG WAG FLASHER	

COMMENTS:

ROTATE 1189629 TO FIELD OFFICE.

ASSIGNED TO LOCATION: 001/074

RECEIVED BY:

(Signature)

PRINT NAME:

ID NUMBER:

DATE:

ODOMETER: 10135

TRANSFERED FROM LOCATION: 001/068

DELIVERED BY:

(Signature)

PRINT NAME:

ID NUMBER:

DATE:

----- End of Report -----

M e m o r a n d u m

Date: December 22, 2009

To: Office of the Commissioner

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Commissioner

File No.: 001.9457

Subject: FIREARM PURCHASE

Per Section 10334(b) of the California Public Contract Code, the purpose of this memorandum is to officially request to purchase my state issued firearm, [REDACTED] upon my retirement on December 31, 2009. I understand the cost of the firearm shall be the fair market value as listed in the annual Blue Book of Gun Values or replacement cost, whichever is less.



R. D. CARTER
Deputy Commissioner

Safety, Service, and Security

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
HEADQUARTERS ROUTE SLIP
 CHP 58 (Rev. 8-08) DPI 076

SUSPENSE DATE

TO:	INITIAL &	TO:	INITIAL &
<input type="checkbox"/> 001 COMMISSIONER		<input type="checkbox"/> 070 ADMINISTRATIVE SRVCS. DIV.	
<input type="checkbox"/> 001 DEPUTY COMMISSIONER		<input type="checkbox"/> 071 Fiscal Management	
<input type="checkbox"/> 001 Lieutenant		<input type="checkbox"/> 071 - Accounts Payable	
<input type="checkbox"/> 001 Administrative Assistant		<input type="checkbox"/> 071 - Accts. Receivable/Cashier	
<input type="checkbox"/> 001 Special Counsel		<input type="checkbox"/> 071 - Budget Development	
<input type="checkbox"/> 007 Employee Relations		<input type="checkbox"/> 071 - Inventory Control	
<input type="checkbox"/> 008 Legal Affairs		<input type="checkbox"/> 071 - Travel	
<input type="checkbox"/> 008 - Legal Files		<input type="checkbox"/> 074 Fleet Operations	
<input type="checkbox"/> 008 - Case Management		<input type="checkbox"/> 075 Fleet Operations - Torrance	
<input type="checkbox"/> 012 Special Representative		<input type="checkbox"/> 076 Business Services	
<input type="checkbox"/> 002 ASST. COMM., FIELD		<input type="checkbox"/> 076A - Automated Business Sol.	
<input type="checkbox"/> 002 Executive Assistant		<input type="checkbox"/> 076C - Cabinet Shop	
<input type="checkbox"/> 002 Lieutenant		<input type="checkbox"/> 076A - Contract Services	
<input type="checkbox"/> 018 Air Operations		<input type="checkbox"/> 076M - Mail Services	
<input type="checkbox"/> 080 STATE SECURITY DIV.		<input type="checkbox"/> 076A - Personnel Files	
<input type="checkbox"/> 081 State Terr. & Threat Asses. Center		<input type="checkbox"/> 076A - Publications	
<input type="checkbox"/> 082 Emergency Operations		<input type="checkbox"/> 076A - Purchasing Services	
<input type="checkbox"/> 003 ASST. COMM., STAFF		<input type="checkbox"/> 076D - Reproduction	
<input type="checkbox"/> 003 Executive Assistant		<input type="checkbox"/> 076W - Supply Services	
<input type="checkbox"/> 003 Lieutenant		<input type="checkbox"/> 078 Facilities	
<input type="checkbox"/> 003 Administrative Assistant		<input type="checkbox"/> 004 ASST. COMM., EDRSH/COMM.	
<input type="checkbox"/> 030 PERSONNEL MGMT. DIV.		<input type="checkbox"/> 004 Executive Assistant	
<input type="checkbox"/> 030 - Employee Assistance		<input type="checkbox"/> 004 Administrative Assistant	
<input type="checkbox"/> 037 Personnel Services		<input type="checkbox"/> 013 Media Relations	
<input type="checkbox"/> 037 - Employee Benefits		<input type="checkbox"/> 014 Organizational Development	
<input type="checkbox"/> 037 - Transactions		<input type="checkbox"/> 015 Community Outreach & Recruitment	
<input type="checkbox"/> 038 Selection Standards & Exams		<input checked="" type="checkbox"/> 091 Academy	
<input type="checkbox"/> 040 INFORMATION MGMT. DIV.		<input type="checkbox"/> 093 Academy - South	
<input type="checkbox"/> 040 - Computer Crimes Invest.		<input type="checkbox"/> 005 ASST. COMM., INSP. GENERAL	
<input type="checkbox"/> 041 Information Technology		<input type="checkbox"/> 005 Executive Assistant	
<input type="checkbox"/> 042 Support Services		<input type="checkbox"/> 005 Administrative Assistant	
<input type="checkbox"/> 042 - FARS		<input type="checkbox"/> 005 Information Security Officer	
<input type="checkbox"/> 047 Telecommunications		<input type="checkbox"/> 006 Investigations	
<input type="checkbox"/> 048 Communications Centers Support		<input type="checkbox"/> 006 - Internal Affairs	
<input type="checkbox"/> 050 PLANNING & ANALYSIS DIV.		<input type="checkbox"/> 006 - Workers' Comp. Fraud Invest.	
<input type="checkbox"/> 051 Research and Planning		<input type="checkbox"/> 009 Risk Management	
<input type="checkbox"/> 052 Special Projects		<input type="checkbox"/> 009 - Risk Management	
<input type="checkbox"/> 052 - Grants Management		<input type="checkbox"/> 009 - Disability & Retirement	
<input type="checkbox"/> 052 - Library/Central Files		<input type="checkbox"/> 009 - Occupational Safety	
<input type="checkbox"/> 060 ENFORCEMENT SRVCS. DIV.		<input type="checkbox"/> 010 Inspections	
<input type="checkbox"/> 062 Commercial Vehicle		<input type="checkbox"/> 011 Equal Employment Opportunity	
<input type="checkbox"/> 065 Field Support			

ATTN: **WEAPONS CONTROL UNIT** DATE **12/29/09**
 FROM: **Office of the Commissioner - 001**

☐ Return to _____ By (date) _____
☐ For Commissioner's signature ☐ Provide reports/study to Library